

LEGAL SECRETARY I*Class Definition*

Under supervision, provides responsible and confidential legal secretarial support to the professional legal staff in the City Attorney's Office.

Distinguishing Characteristics

This is the full journey level class in the Legal Secretary series assigned to the City Attorney's Office. Incumbents at this level typically perform legal secretarial duties in routine litigation cases that are not complex in nature. Incumbents are not expected to perform with the same independence and judgment as the Legal Secretary II class on matters related to established procedures and methods. This class is used as a training class in that incumbents may have limited legal work experience. The position of Legal Secretary I is not a flexible position in that qualification for Legal Secretary II would be at the discretion of the Department Head or through the examination process. Incumbents receive immediate supervision from management and higher level positions within the legal secretarial series.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Serve as receptionist; answer the telephone and assist the public by providing information according to office policy and refer inquires to appropriate staff.

Receive contracts, resolutions, bid specifications and legal documents for attorney approval and enter information on a computer log.

Type and proofread routine legal documents relating to civil and criminal lawsuits in state and federal courts and utilize appropriate legal formats; ordinances; resolutions; contracts, and other technical material for proper form, accuracy and completeness. Transcribe dictation of a legal and confidential nature and transcribe witness testimony relating to litigation cases and Council and Planning Commission meetings and hearings.

Predetermine and schedule court dates for depositions, court hearings and trials; prepare and compile administrative records; assemble and prepare trial binders, and send notices notifying interested parties.

Edit, print and file documents on a word processing system; participate in the production of a high volume of work product requiring significant skill in the utilization of information/word processing equipment.

Receive and stamp all incoming mail for distribution.

Serve as a liaison between professional legal staff, witnesses, law enforcement agencies and the general public.

Take complaint from citizens and give information to the public and city employees concerning standard policies, procedures and law not requiring attention of an attorney.

File and index office records, legal documents, and library materials.

Operate word processing equipment and standard office equipment.

Perform related duties as required.

Knowledge, Abilities and Skills

Knowledge of modern office practices, procedures and equipment.

Knowledge of English usage, spelling, grammar and punctuation.

Knowledge of filing and record-keeping systems.

Knowledge of legal terminology and procedures related to the court system and civil process.

Ability to interpret and apply operating principles and procedures of the function to which assigned.

Ability to learn the organization, procedures and operating details of the City Attorney's Office.

Ability to communicate effectively, both orally and in writing.

Ability to operate and use modern office equipment, including information/word processing equipment.

Ability to compile and maintain complex and extensive records and prepare appropriate reports.

Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to type accurately at a speed necessary for timely completion of assigned duties.

Minimum Qualifications

One year of increasingly responsible clerical experience in a private law office or court system and /or completion of specialized legal secretarial courses.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director

DATE: _____

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